

1053

STAT

Chief, Records Management Staff

XX Adopt for use

A decision has been made to make two changes in the Chain Envelope:

1. Secure the envelope by the use of "String and Button" thus eliminating the use of adhesive tape for sealing. (See Suggestion 1102)
2. A "window" type envelope will be securely attached to the Chain Envelope for the purpose of holding the Courier Receipts. Readdressing the envelope will not be necessary in such cases. If Courier Receipts are not used, it will be necessary to place an address sheet or card in the window envelope:

It is estimated that the adoption of these two changes should cut the consumption of 9½"x12" (561,758) and 10"x15" (399,100) plain manila envelopes by 50%. Due to the anticipated longer life of the new chain envelope, total yearly consumption in chain envelopes should rise very little. However, the cost of the new chain envelope will double thereby reducing the estimated dollar saving in envelopes to approximately \$2300. In addition, there will be an unestimable dollar saving in sealing materials plus a man hour saving in performing the sealing operation.

As the dollar savings to be realized from the changes being made in the Chain envelope must be evaluated as a complete package, it is recommended that the gross award be split two ways, 1/3 for Suggestion 1053 (Window Envelope idea) and 2/3 for Suggestion 1102 (String and Button method of securing of envelope).

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Concurrence

Mgt/S/RMS [redacted] 1(16Jan.57)

Office of Logistics

ILLEGIB

Date

16 January 1957

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1102

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Chief, Records Management Staff

XX Adopt for use

The Chain Envelope with the "String and Button" was approved for internal use by Office of Security 30 November 1956 and is in process of adoption.

The adoption of the "String and Button" method of securing Chain Envelopes will eliminate the use of adhesive tape for sealing purposes thereby prolong the life of the envelope many fold. In addition, a small "window" type envelope will be securely attached in the upper right hand corner of the large envelope for the purpose of holding Courier Receipts thereby making it unnecessary to address the envelope. In the absence of a Courier Receipt a hand written or typed address will be placed in the small window envelope.

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As the dollar savings to be realized from the changes being made in the Chain envelope must be evaluated as a complete package, it is recommended that the gross award to split two ways, 1/3 for Suggestion 1053 (Window Envelope idea) and 2/3 for Suggestion 1102 (String and Button method of securing envelopes)

Office of Security has reversed their opinion on this change as stated in memo of 18 May 1955. See attached copy of approval dated 30 November 1956.

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Mgt/S/RMS [redacted] pl(16Jan.57)
16 January 1957

Chief, Records Management Staff

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7/753-286-6931 .007

1 1/2 X 12 - 561,755

7/753-286-6962 .011

10 X 15 - 399,100

7/7510-005-5430 34

9 X 12 (6 ham 44,800

ON HAND 12/12/56 - 30,000

12 X 16

ON HAND 12/12/56 - 1,135

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Square flap - No.



Two string and button - No

Window opening $\frac{5}{8}$ " x $2\frac{7}{8}$ " - No
(should be $\frac{3}{4}$ " x $3\frac{1}{2}$ ")

All printing on face of
envelope only

Location of window envelope
as indicated 1

561,758
399,100

960,858

(9x12)	(9 1/2 x 12)	561,758	399,100
44,800	44,800	.007	.011
.03	.064.95	3932.306	399,100
13 44.00	22 40.00	6495	399,100
	403 2.00	5	4390.100
	1792.00	3247.5	3932.306
	26880.0	1344.0	218322.406
		1903.5	4161.203
		4161	1565.760
		1903	

1565.76 added cost of chain case.

See 4

Chief, of Supply Division, OS

Chief, Records Management Staff

Agency Chain Envelope

1. A new Chain Envelope has been developed. The Office of Security, under the date of 30 November 1956, gave approval of the features incorporated in the change. Its use has been sanctioned for the DD/I and DD/S Areas. Sample sketch and specifications for the new envelope are enclosed.

2. The following three factors are involved in the change.

a. No printing is provided for addresses on the face or back of the envelope. This eliminates the security hazard of listed names and addresses. File drawer space now used for envelope storage will be released.

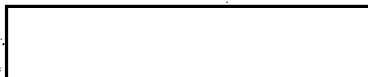
b. The envelope is secured by means of a "string and button" fastener. This saves the expense of sealing tape and the man hours necessary to place the tape on the envelope. The life of the envelope will be increased many fold thereby reducing envelope consumption.

c. A "window envelope" is placed on the face of the chain envelope to carry courier receipts or a 3" x 5" card indicating the addressee. Where courier receipts are used, it will assure the right courier receipt with the appropriate material and eliminate the need for the second writing of the address.

3. In view of the general advantages to be gained by the adoption of the new envelope, it is recommended that the following trial order be placed and stock distributed to supply rooms.

20,000 each 9 1/2" x 12"
5,000 each 10" x 16"

4. Management Staff will assist in publicizing and securing general acceptance of this change.



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Enclosures:

1 Sample sketch and specifications

Mgt S/RM  (26 February 1957)

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